

Manual > Engage/ Disengage GST Practitioner

[Engage a GST Practitioner](#)

[Disengage a GST Practitioner](#)

I want to engage a GST Practitioner. How do I do that?

Perform the following steps to engage a GST Practitioner:

1. As a Taxpayer, visit the URL: <https://www.gst.gov.in>, and login to the GST Portal with your user-ID and password.
2. Click **Services > User Services > Engage / Disengage GST Practitioner (GSTP)** option.

The screenshot displays the GST Portal interface. At the top, the logo of India is on the left, and 'GST Training' is on the right. The main header is 'Goods and Services Tax'. Below this, there is a navigation bar with 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. The 'Services' menu is expanded, showing 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. The 'User Services' menu is further expanded, listing 'My Saved Applications', 'View Notices and Orders', 'Contacts', 'Holiday List', 'Grievance / Complaints', 'Engage / Disengage GST Practitioner (GSTP)', 'View/Download Certificates', 'View My Submissions', 'Search HSN / SAC', 'Feedback', 'Locate GST Practitioner (GSTP)', and 'Generate User Id for Advance Ruling'. The 'Engage / Disengage GST Practitioner (GSTP)' option is highlighted with a red box. Below the navigation bar, there are buttons for 'RETURN DASHBOARD >', 'CREATE CHALLAN >', and 'VIEW NOTICE(S) AND ORDER(S) >'. On the right side, there is a 'QUICK LINKS' section with 'Check Cash Balance', 'Liability ledger', and 'Credit ledger'.

3. Under the **Search By** section, select the **Enrolment Number or GSTP ID** and enter the same, which is basically the GST Practitioner's GSTIN, and click **Search**.

Dashboard Services Notifications & Circulars Acts & Rules Search Taxpayer

Dashboard > Services > User Services > Engage / Disengage GST Practitioner (GSTP)

Engage / Disengage GST Practitioner (GSTP)

• indicates mandatory fields

Search By

Enrolment Number / GSTP ID Name & Address

Enrolment Number / GSTP ID •

Enter Enrolment Number / GSTP ID

SEARCH

4. Alternatively, you can search for a GST Practitioner by using the **Name and address** criteria also if you have that information, and click Search. The fields to be filled, are:

- GST Practitioner's Name (Optional)
- State (Mandatory)
- District (Optional)
- Pin Code (Optional)

Dashboard > Services > User Services > Engage / Disengage GST Practitioner (GSTP)

Engage / Disengage GST Practitioner (GSTP)

• indicates mandatory fields

Search By

Enrolment Number / GSTP ID Name & Address

Name

Enter Name of GST Practitioner

State •

Assam

District

Select

Pincode

Enter Pincode

SEARCH

5. Based on either of the above input criteria, details of all GST Practitioners with Valid and active GSTP ID will be displayed on your screen.

Search By

Enrolment Number / GSTP ID Name & Address

Enrolment Number / GSTP ID

Search Result based on Enrolment Number / GSTP ID : 121700000008GP5

Select	Name Of GSTP	Category	Enrolment Number / GSTP ID	Valid Upto	Address	Mobile Number	Email Address
<input type="radio"/>	ANGAD JASBIRSINGH ARORA	GOPDB	121700000008GP5		12, 1, sdf, sdf, East Siang, Arunachal Pradesh - 791102		dsfm@fdf.com

Note: You can Sort / Filter the listed GST Practitioners on the basis of Category and the Name of GST Practitioner.

6. Select the desired GST Practitioner and click the **ENGAGE** button.

Search Result based on State : Arunachal Pradesh, District :Changlang

Select	Name Of GSTP	Category	Enrolment Number / GSTP ID	Valid Upto	Address	Mobile Number	Email Address
<input checked="" type="radio"/>	ANGAD JASBIRSINGH ARORA	GPDBA	121700000009GP3		12, asd, asd, Changlang, Arunachal Pradesh - 792120		fsdkljk@gmail.com
<input type="radio"/>	ANGAD JASBIRSINGH ARORA	CMAHC	121700000018GP4		12, dsf, dsf, Changlang, Arunachal Pradesh - 792056		sdklaj@gamil.com
<input type="radio"/>	ANGAD JASBIRSINGH ARORA	CMAHC	121700000020GPJ		12, as, sad, Changlang, Arunachal Pradesh - 792056		asd@gmail.com

Note: Only one GST Practitioner can be engaged at a time.

7. On clicking 'Engage' button, system will open the form of "**Authorization / withdrawal of authorization for Goods and Services Tax Practitioner**".

8. Open the drop-down and select the name of authorized signatory.

9. Make sure that 'Solemnly Authorize' radio button is selected.

10. Enter the **Place**.

11. Click **SUBMIT WITH DSC/ SUBMIT WITH EVC**.

Skip to Main Content A+ A-

ANGAD JASBIRSINGH A

Goods and Services Tax

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Services > Engage / Disengage GST Practitioner (GSTP)

Form GST PCT-05 | [See Rule-83(6)]
Authorisation / withdrawal of authorisation for Goods and Services Tax Practitioner

• indicates mandatory fields

To
The Authorized Officer
Central Tax/State Tax.

PART A

Sir / Madam

I do hereby

solemnly authorize

withdraw authorization of

ANGAD JASBIRSINGH ARORA, bearing Enrolment Number **071700000012GP7** for the purposes of Section 48 read with rule 83(6) to perform the following activities on behalf of **ANGAD JASBIRSINGH ARORA** bearing GSTIN-**07AJIPA1572EN1Y** :

SI No.	List of Activities	Check Box
1	To furnish details of outward and inward supplies	<input checked="" type="checkbox"/>
2	To furnish monthly, quarterly, annual or final return	<input checked="" type="checkbox"/>
3	To make deposit for credit into the electronic cash ledger	<input checked="" type="checkbox"/>
4	To file an application for claim for refund	<input checked="" type="checkbox"/>
5	To file an application for amendment or cancellation of registration	<input checked="" type="checkbox"/>

The consent of the **ANGAD JASBIRSINGH ARORA** is attached herewith.

Place •

Date-**16/11/2017** Name-
Designation / Status-

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Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

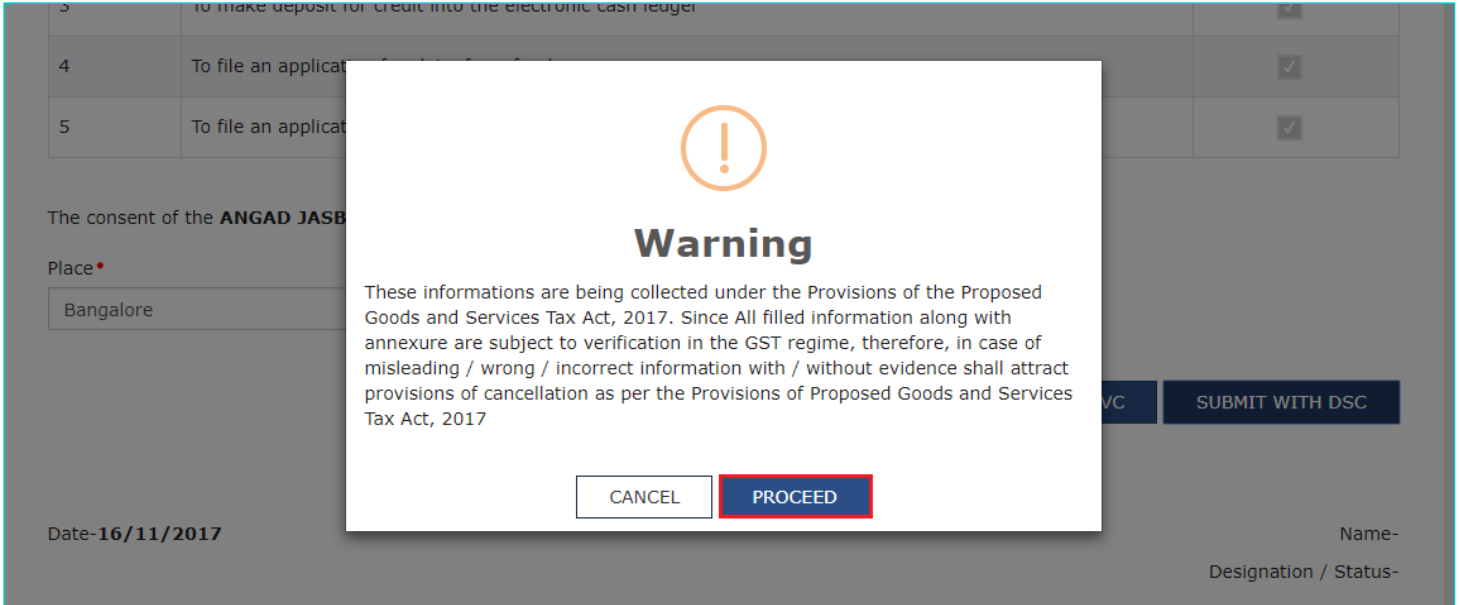
Notes:

- The list of activities show all the check boxes enabled by default and the system does not allow un-checking any of these five options.

- As per the current functionality in GST Portal, a Taxpayer will have to engage the GST Practitioner for all the listed five activities.
- The GST Portal may allow un-checking the activities in future.

In case of **SUBMIT WITH DSC**

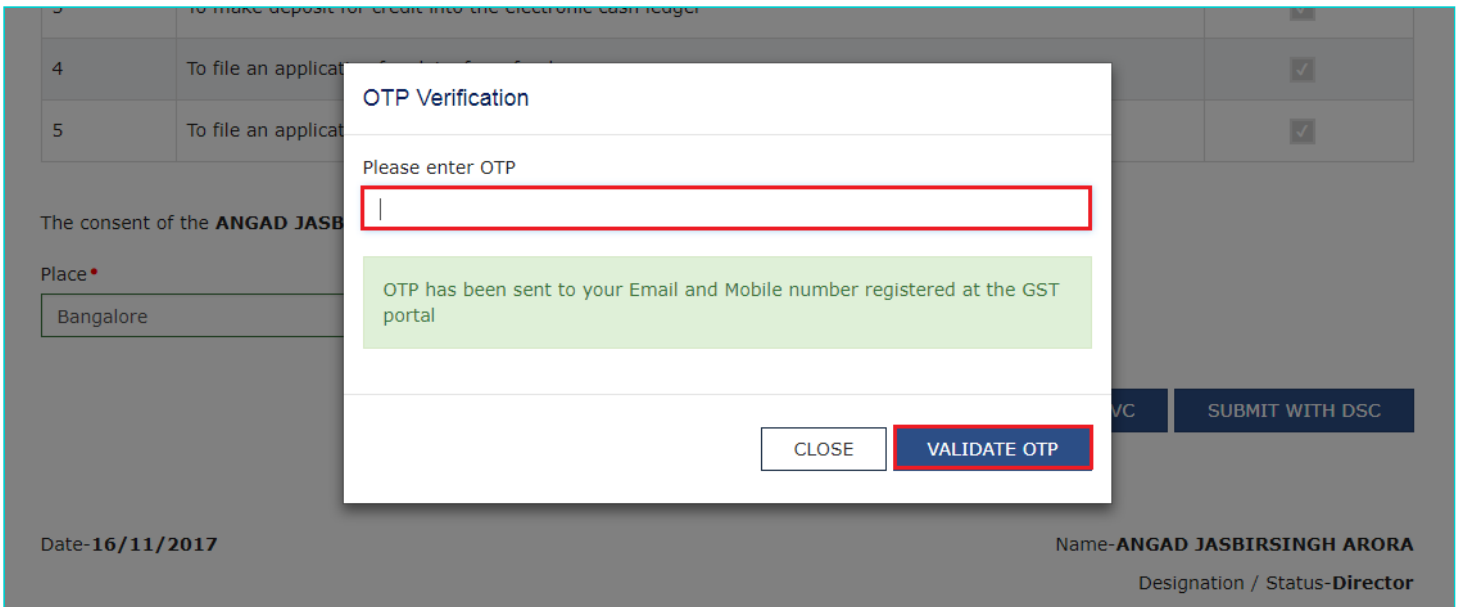
12. Once you click **SUBMIT WITH DSC**, the system will show a warning message; Click **PROCEED**.



13. Select the certificate and click the Sign button.

In case of **SUBMIT WITH EVC**.

12. Enter the OTP and click the **VALIDATE OTP** button.



Success You have successfully sent request to engage the GST Practitioner and the ARN is : EA071117000022.

Notes:

- An Email will be sent to the GST Practitioner once the Taxpayer engages him.
 - A notification will appear on the GST Practitioner’s dashboard informing him about the Taxpayer’s request to engage him.
13. Once the GST Practitioner accepts the Taxpayer’s request, GSTP details will appear on the Taxpayer’s **Profile** page, under **Contacts** section.

The screenshot shows the 'Goods and Services Tax' portal. The main navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. Below this, there are sub-navigation tabs for 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. The 'Profile' tab is selected, showing 'Authorized Signatory' details. A table lists the authorized signatory's information, which is highlighted with a red box.

Name	Mobile Number	Email Address
MUKESH DHANJIBHAI KARSHALA	NA	safsf@gmail.com

Notes:

- If the GST Practitioner rejects the Taxpayer’s request, the GSTP details will not appear on the Taxpayer’s **Profile** page.
 - An email will be sent to both the Taxpayer as well as the GST Practitioner, informing about the decision taken by the GST Practitioner, i.e. whether the Taxpayer’s request was accepted or rejected.
 - In case the Taxpayer has already requested to engage a GST Practitioner and his request is still waiting for an action, the Taxpayer will have to withdraw his request before he can send the engagement request to another GST Practitioner.
- If the GST Practitioner (GSTP) has not accepted or rejected a Taxpayer’s request, the Taxpayer will be able to withdraw his request of engagement.

14. To revoke the engagement request, follow the below steps:

- Go to **Services > User Services > Engage / Disengage GST Practitioner (GSTP)**.
- Click the **REVOKE REQUEST** button.

Engage / Disengage GST Practitioner (GSTP)

Requested GST Practitioner Details

Engagement ID	Name Of GSTP	Category	Enrolment Number / GSTP ID	Address	Mobile Number	Email Address	Status
EA0711170000022	ANGAD JASBIRSINGH ARORA	Retired Government Officials	071700000012GP7	12, 12, 13, 14, 15, North East Delhi, Delhi - 110053	9238723728	shifali.gupta02@infosys.com	Pending

REVOKE REQUEST

The GST Portal will display a confirmation message, and will send an email notification to the GST Practitioner, notifying about the withdrawal.

I want to disengage a GST Practitioner. How do I do that?

Perform the following steps to disengage a GST Practitioner:

1. As a Taxpayer, visit the URL: <https://www.gst.gov.in>, and login to the GST Portal with your user-ID and password.
2. Click **Services** > **User Services** > **Engage / Disengage GST Practitioner (GSTP)** option.

The screenshot shows the GST Portal interface. At the top, there is a header with the Government of India logo and the text "Goods and Services Tax". On the right side of the header, there is a user profile icon and the text "GST Training". Below the header is a navigation bar with several options: "Dashboard", "Services" (highlighted with a red box), "GST Law", "Search Taxpayer", and "Help". Below the navigation bar is a sub-menu with options: "Registration", "Ledgers", "Returns", "Payments", "User Services" (highlighted with a red box), and "Refunds". Below the sub-menu is a list of services. The service "Engage / Disengage GST Practitioner (GSTP)" is highlighted with a red box. Below the list of services are several buttons: "RETURN DASHBOARD >", "CREATE CHALLAN >", and "VIEW NOTICE(S) AND ORDER(S) >". On the right side, there is a section titled "QUICK LINKS" with three links: "Check Cash Balance", "Liability ledger", and "Credit ledger".

3. The GST Practitioner with whom the Taxpayer is already engaged, gets listed on the screen.
4. Click **Disengage** button.

Engage / Disengage GST Practitioner (GSTP)

Current GST Practitioner Details

ARN	Name Of GSTP	Category	Enrolment Number / GSTP ID	Address	Mobile Number	Email Address	Status
EA291117000004S	MUKESH DHANJIBHAI KARSHALA	Retired Government Officials	041700000002GPE	35, 43, sdfsd, sdf, sfd, Chandigarh, Chandigarh - 160019		safs@gmail.com	Accepted

DISENGAGE

5. System will open the form of “**Authorization / withdrawal of authorization for Goods and Services Tax Practitioner**”
6. Open the drop-down and select the name of authorized signatory.
7. Make sure that ‘Withdraw authorization of’ radio button is selected.
8. Enter the Place.
9. Click **SUBMIT WITH DSC/ SUBMIT WITH EVC**.



Form GST PCT-05 | [See Rule-83(6)]

Authorisation / withdrawal of authorisation for Goods and Services Tax Practitioner

• indicates mandatory fields

ToThe Authorized Officer
Central Tax/State Tax.**PART A**

Sir / Madam

I do hereby solemnly authorize withdraw authorization of**ANGAD JASBIRSINGH ARORA**, bearing Enrolment Number **071700000012GP7** for the purposes of Section 48 read with rule 83(6) to perform the following activities on behalf of **ANGAD JASBIRSINGH ARORA** bearing GSTIN-07AJIPA1572EN1Y :

SI No.	List of Activities	Check Box
1	To furnish details of outward and inward supplies	<input checked="" type="checkbox"/>
2	To furnish monthly, quarterly, annual or final return	<input checked="" type="checkbox"/>
3	To make deposit for credit into the electronic cash ledger	<input checked="" type="checkbox"/>
4	To file an application for claim for refund	<input checked="" type="checkbox"/>
5	To file an application for amendment or cancellation of registration	<input checked="" type="checkbox"/>

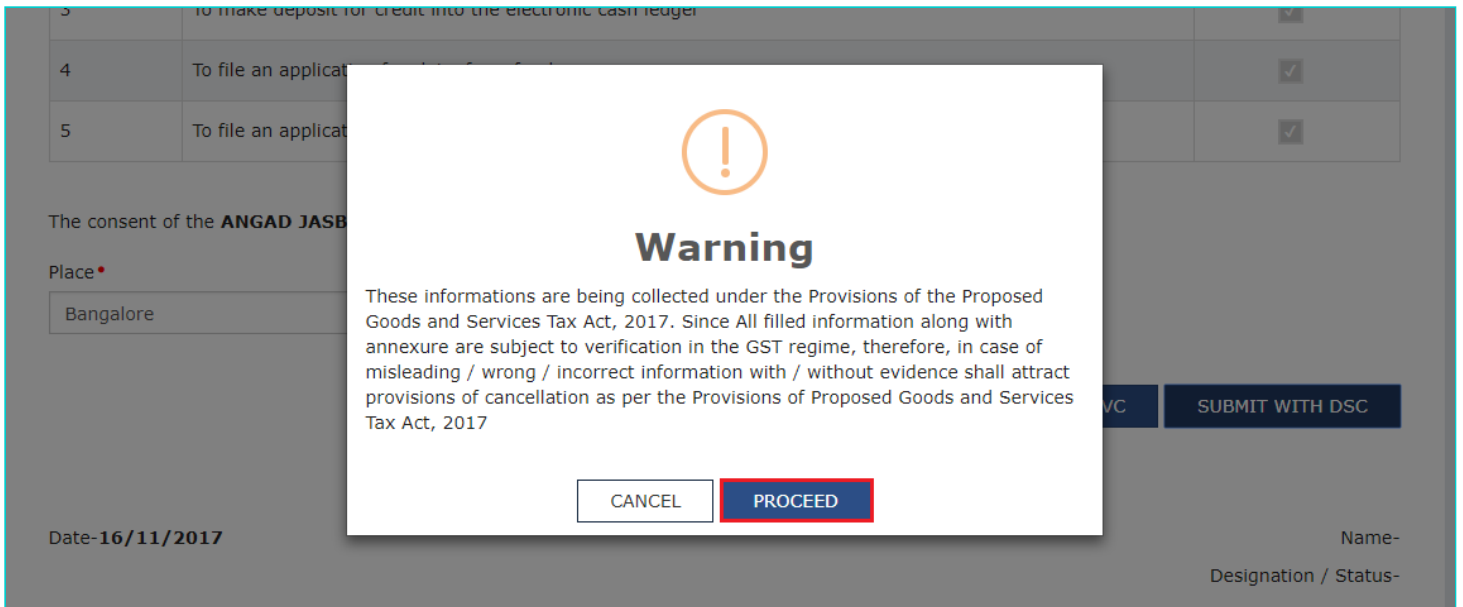
The consent of the **ANGAD JASBIRSINGH ARORA** is attached herewith.

Place •

[BACK](#)[SUBMIT WITH EVC](#)[SUBMIT WITH DSC](#)

Date-16/11/2017

Name-
Designation / Status-



11. An email will be sent to the GST Practitioner as well as the Taxpayer once the disengagement is complete.

12. After the GST Practitioner is disengaged, he / she will not be able to perform any activities on behalf of the Taxpayer, neither will the GST Practitioner have any access of the Taxpayer's dashboard.